

3 FEB 1964

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MEMORANDUM FOR:

THROUGH : CIA Records Administration Officer

SUBJECT : Machine Listings Prepared for Badge Office

1. As you requested, I have examined the fourteen jobs you itemized and have the following results and improvements to report:

<u>Job #</u>	<u>Title and Results</u>
990	Security Statistical Reports - cancelled 1 Oct. 1963
949	Firearms Credentials - increased to 4 copies by offices and 3 alphabetical and 3 numerical
959	C&P Phone Co. - increased to 4 alphabetical and 3 numerical
975	Badge File - reduce to 3 alphabetical and 3 numerical
976	GSA Badges - reduce to 3 copies
977	No-Escort Badges - reduce to 3 copies
103	"Security in Process" (these 8 jobs <u>Do Not</u> belong to Office of Security)
150	(These 8 listings were designed, requested, and
151	are delivered to O/Personnel. The O/Security never
153	saw any of them.) (However, they always contain
154	the same names that once were processed by you in
155	Job #990 above and which is now done by OCS on the
156	1401 each month. I believe these and that processing
157	can be integrated.)

2. I feel this review has had a net benefit and improvement even though one of our offices found it necessary to ask for two more copies of listings being made. If I can help further please call.

Records Management Officer/OS

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Attachments:

BSB Memo
Job Cards